

UNIT 30: GOOGLE SHEETS INTERFACE LESSON 7: COLUMNS AND ROWS

LESSON OVERVIEW

A Column is located under the Formula Bar and has a letter on it. A Row is located on the left of your sheet and has a number on it.

Time: ~30 minutes

OBJECTIVE

Student is able to navigate the interface of Google Sheets.

PRINT PREPARATION

1. Print this lesson's Dollar Tracker.
2. Review sequence of activities in lesson.
3. Learn which supplements you will use.
4. Print/Copy/Laminate materials that fit your student's needs.
5. Refer to your Level 2 Guide to read about effective practices.

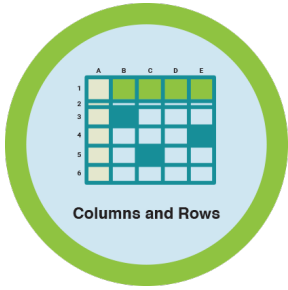
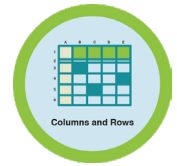
ONLINE REVIEW

1. Sign into Digitability
2. Click **LESSONS** tab
3. Select **Level 3 - Tech-savvy Ambassador**
4. Select **Unit 30**
5. Select **Lesson 7 - Columns and Rows**

WORKPLACE BEHAVIOR FOCUS FOR THIS UNIT



Using the Dollar Tracker, select two additional behaviors that you will target throughout the course of this unit. Always include participation/contribution in addition to the two new behaviors.



LESSON PLAN

WARM UP



1. Write the following on the board, leaving a blank space for the words **“Formula bar”** and **“Toolbar.”**

a. The _____ is located at the top of your sheet under the _____.

2. Have a student come up to the board to fill in the correct answer.

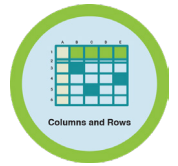
Repeat the process to ensure all students get a chance to participate and earn a participation dollar.



3. Distribute **30.IMAGE.IEC** to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.

The image shows a set of six cards for an image exchange activity. At the top, it includes the unit and lesson information: U30, UNIT 30: GOOGLE SHEETS INTERFACE, LESSON 7: COLUMNS AND ROWS, and the icon 'Columns and Rows'. Below this is the title 'IMAGE EXCHANGE CARDS' and the code '30.IEC.IMAGE'. The cards are arranged in a 3x2 grid:

- Formula Bar:** Shows a screenshot of the Google Sheets interface with the formula bar highlighted.
- Toolbar:** Shows a screenshot of the Google Sheets interface with the toolbar highlighted.
- Locate cells:** Shows a screenshot of the Google Sheets interface with a red arrow pointing to a specific cell.
- Name a Cell:** Shows a screenshot of the Google Sheets interface with a cell labeled 'B32' highlighted.
- Under the Formula Bar:** Shows a screenshot of the Google Sheets interface with the area below the formula bar highlighted.
- On the Left of the Sheet:** Shows a screenshot of the Google Sheets interface with the left-hand side of the sheet highlighted.



DIFFERENTIATION

- T1** Writes response on board
- T2** Writes response on board with assistance from a Tier 1 partner or writes answer in notebook
- T3** Writes response on board with assistance from an adult or points to **Image Exchange Cards** [30.IMAGE.IEC]



Pro tip: Remember Rule #3 Avoid a power struggle to stay focused on instruction. We are helping students learn to self-regulate. Therefore, it is important to give students time to opt in or identify their replacement behavior. If a student is not following directions, give them one minute before taking additional dollars.



4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [30.7.DollarTracker]

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

+\$ SUCCESSFUL

"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."

-\$ PROBLEMATIC

"Marcus, you [Behavior]. [Behavior] cost \$1. Next time, [Replacement Behavior] to earn a \$1."

- Participation/Contribution
- Sharing/Helping
- Greeting a Guest
- Following Directions/Staying on Task
- Encouraging

- Off-task
- Off-topic/Inappropriate Comment
- Disrespect/Teasing
- Complaining/Whining
- Interrupting
- UMAPA
- Arguing

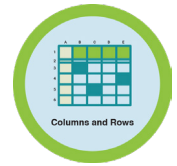
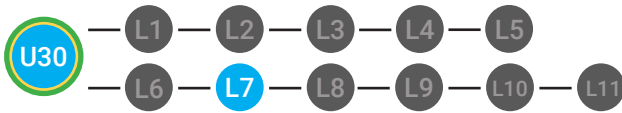
GUIDED WATCHING



Call out earnings to the class, *"[Student] has earned x dollars for participating. [Student] has earned x dollars for participating and sharing. [Student] has earned x dollars..."*



Pro tip: Build confidence in your students Identify students who have not earned money and focus on engaging them. Use differentiation tools if reluctant to participate i.e. have them point to or write down their answers. EVERY student should be earning money.



1. Ask, *“For a participation dollar, who can tell me the name of our next badge?”*

Answer: Columns and Rows

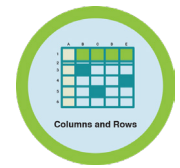
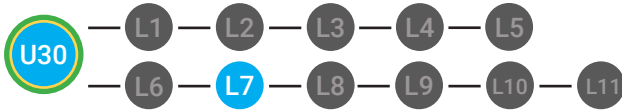


2. Distribute **30.BADGE** to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.



DIFFERENTIATION

- T1** On-topic shared verbal response
- T2** Writes down badge name or walks up to point to badge
- T3** Uses **Badge Board** [30.BADGE] for this unit



3. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [30.7.DollarTracker]

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

| <p>+\$ SUCCESSFUL</p> <p><i>"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."</i></p> | <p>-\$ PROBLEMATIC</p> <p><i>"Marcus, you [Behavior]. [Behavior]s cost \$1. Next time, [Replacement Behavior] to earn a \$1."</i></p> |
|---|--|
|---|--|



Pro tip: Remember Rule #3 Avoid a power struggle to stay focused on instruction. We are helping students learn to self-regulate. Therefore, it is important to give students time to opt in or identify their replacement behavior. If a student is not following directions, give them one minute before taking additional dollars.

- Participation/Contribution
- Sharing/Helping
- Greeting a Guest
- Following Directions/Staying on Task
- Encouraging

- Off-task
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- Disrespect/Teasing
- Complaining/Whining
- Interrupting
- UMAPA
- Arguing

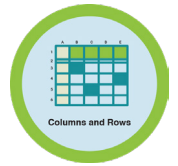



4. Bring attention to screen, *"Let's watch this lesson. I know that [student's name] is actively watching because he has his eyes on the screen, and he is actively listening by giving a thumbs up when he hears the words "Columns" and "Rows."*

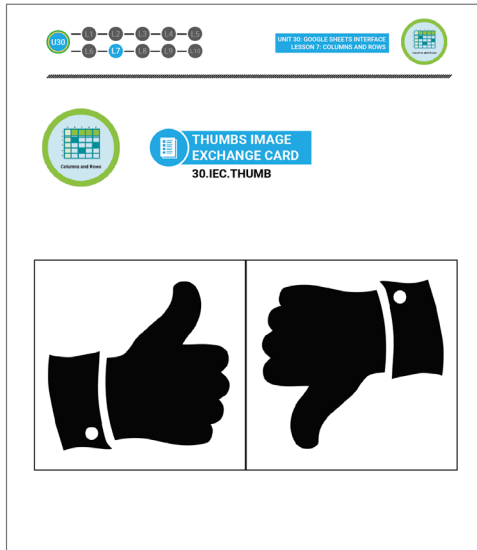
5. Ask students to give a thumbs up every time they hear and/or see the words **"Columns"** and **"Rows"** in the video.



6. Play video.

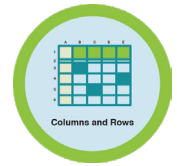


7. Distribute **30.IEC.THUMB** to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



DIFFERENTIATION

- T1** Puts thumbs up
- T2** Uses **Thumbs Image Exchange Card [30.IEC.THUMB]**
- T3** Uses **Thumbs Image Exchange Card [30.IEC.THUMB]**



8. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [30.7.DollarTracker]

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

| + \$ SUCCESSFUL | - \$ PROBLEMATIC |
|--|--|
| <p><i>"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."</i></p> | <p><i>"Marcus, you [Behavior]. [Behavior]s cost \$1. Next time, [Replacement Behavior] to earn a \$1."</i></p> |

- Participation/Contribution
- Sharing/Helping
- Greeting a Guest
- Following Directions/Staying on Task
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- UMAPA
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INFORMAL ASSESSMENT



1. Ask, *"For a participation dollar, who can tell me two things Columns and Rows help you do in Google Sheets?"*

Possible Answers: locate cells and name a cell

Write the term and definition on the board after student responses.



2. Ask, *"For a participation dollar, where is a Column located?"*

Possible Answers: under the Formula Bar



3. Ask, *"For a participation dollar, where is a Row located?"*

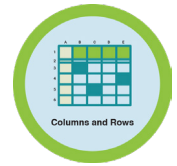
Possible Answers: on the left of your sheet



Pro tip: Use content domain to develop expressive communication. If a student gives a one-word answer or a fragment, require a complete sentence before awarding the \$1. Then, use positive narration to reinforce the student's expressive communication:

"I love how you used a complete sentence for your answer. Nice job earning a dollar!"

"Yes, nice job participating, [student]! You earned a participation dollar."



4. Distribute **30.IMAGE.IEC** or **Yes or No Image Exchange Cards** **30.IEC.Y/N** to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.

30.IEC.IMAGE

Formula Bar

Toolbar

Locate cells

Name a Cell

Under the Formula Bar

On the Left of the Sheet

30.IEC.Y/N

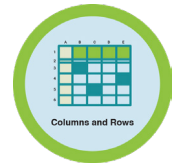
Yes

No



DIFFERENTIATION

- T1** On-topic shared verbal response
- T2** Writes response down in notebook OR rephrase prompt to a **yes or no** question
- T3** Distribute **Yes or No Image Exchange Card** [30.IEC.Y/N] for rephrased question



5. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [30.7.DollarTracker]



Pro tip: Stick to the script!
Help your students develop self-regulation strategies. Do not give lengthy explanations for behavior. Using clear language formulas helps students identify the workplace behavioral norm AND the optimal replacement behavior.

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

| + \$ SUCCESSFUL | - \$ PROBLEMATIC |
|--|--|
| <p><i>"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."</i></p> | <p><i>"Marcus, you [Behavior]. [Behavior]s cost \$1. Next time, [Replacement Behavior] to earn a \$1."</i></p> |

- Participation/Contribution
- Sharing/Helping
- Greeting a Guest
- Following Directions/Staying on Task
- Encouraging

- Off-task
- Off-topic/Inappropriate Comment
- Disrespect/Teasing
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- Interrupting
- UMAPA
- Arguing

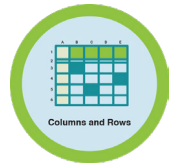
PLAY ACTIVITY VIDEO




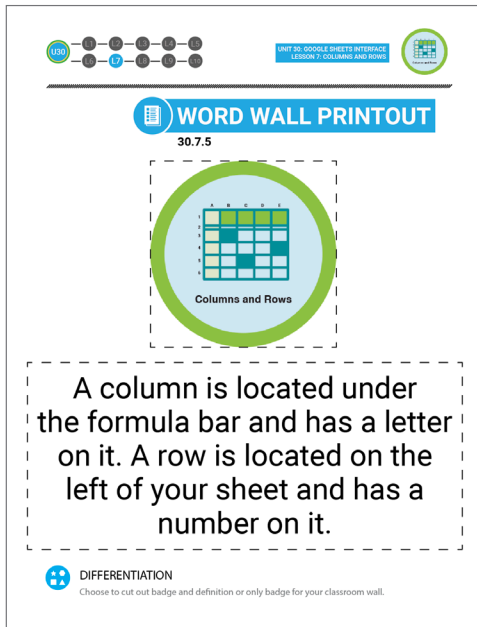
1. Ask the class, *"Who would like to unlock the Columns and Rows Badge for \$1?"*

Click Activity Button to Play Activity Video

2. Student discusses with class to choose the correct answer.
- a. If student chooses correct answer, have student or whole class dance.
 - b. If student chooses incorrect answer, repeat Step 2 until



3. Distribute and cut out **Word Wall Printout 30.7.5** Students that unlocked the badge will place the Columns and Rows printout on the classroom's word wall. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



WORD WALL PRINTOUT
30.7.5

Columns and Rows

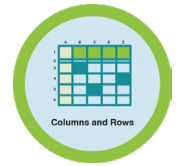
A column is located under the formula bar and has a letter on it. A row is located on the left of your sheet and has a number on it.

DIFFERENTIATION
Choose to cut out badge and definition or only badge for your classroom wall.



DIFFERENTIATION

- T1** Student will use verbal prompting to unlock the badge with the class.
- T2** Student will use verbal prompting and hand signals to unlock the badge with the class.
- T3** Student will use hand signals, pointing, prompting levels or adult/Tier 1 partner support to unlock the badge with the class.



4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [30.7.DollarTracker]

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

| | |
|---|--|
| <p>+\$ SUCCESSFUL</p> <p><i>"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."</i></p> | <p>-\$ PROBLEMATIC</p> <p><i>"Marcus, you [Behavior]. [Behavior]s cost \$1. Next time, [Replacement Behavior] to earn a \$1."</i></p> |
|---|--|

- Participation/Contribution
- Sharing/Helping
- Greeting a Guest
- Following Directions/Staying on Task
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- Off-task
- Off-topic/Inappropriate Comment
- Disrespect/Teasing
- Complaining/Whining
- Interrupting
- UMAPA
- Arguing

ASSESSMENT/EXIT TICKET



1. Distribute the **Columns and Rows** Exit Ticket 30.7.6 to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.

T1 COLUMNS AND ROWS
EXIT TICKET | 30.7.6.1

Directions: Highlight the column bar and row bar on this spreadsheet. What is does a column have on it? What does a row have on it? Write the answer on the lines provided.

| | A | B | C | D | E | F |
|---------|---|---------|---------|----------|----------------|----|
| Apples | | Pears | Oranges | Bananas | Total fruits | |
| | | 10 | 7 | 9 | 10 | 36 |
| Carrots | | Potatos | Kale | Tomatoes | Total Vegetabl | |
| | | 7 | 12 | 20 | 6 | 45 |

What is does a column have on it? What does a row have on it?

T2 COLUMNS AND ROWS
EXIT TICKET | 30.7.6.2

Directions: Highlight the column bar and row bar on this spreadsheet. What is does a column have on it? What does a row have on it? Circle the answer on the multiple choice question.

| | A | B | C | D | E | F |
|---------|---|---------|---------|----------|----------------|----|
| Apples | | Pears | Oranges | Bananas | Total fruits | |
| | | 10 | 7 | 9 | 10 | 36 |
| Carrots | | Potatos | Kale | Tomatoes | Total Vegetabl | |
| | | 7 | 12 | 20 | 6 | 45 |

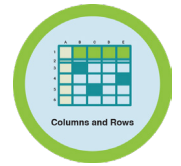
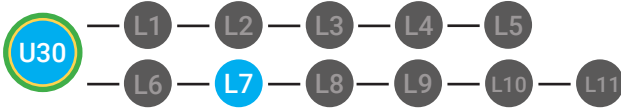
What is does a column have on it? What does a row have on it?

a. A column has a formula on it and a row has a name on it.
 b. A column has a letter on it and a row has a number on it.
 c. A column has a letter on it and a row has a comment on it.
 d. None of the above

T3 TRACE 'N' LEARN
EXIT TICKET | 30.7.6.3

Columns and Rows

A column is located under the formula bar and has a letter on it. A row is located on the left of your sheet and has a number on it.



DIFFERENTIATION

T1

Using Tier 1 **Columns And Rows** Exit Ticket [30.7.6.1], student highlights the Column Bar and Row Bar on this spreadsheet and writes the answer on the lines provided.

T2

Using Tier 2 **Columns And Rows** Exit Ticket [30.7.6.2], student highlights the Column Bar and Row Bar on this spreadsheet and circles the answer for the multiple choice questions.

T3

Student has option to complete **Columns And Rows** Exit Ticket [30.7.6.2] or **Trace 'n' Learn card** Exit Ticket [30.7.6.3].



2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [30.7.DollarTracker]

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

+\$ SUCCESSFUL

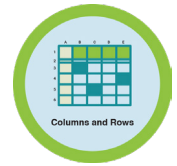
"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."

-\$ PROBLEMATIC

"Marcus, you [Behavior]. [Behavior]s cost \$1. Next time, [Replacement Behavior] to earn a \$1."

Participation/Contribution
Sharing/Helping
Greeting a Guest
Following Directions/Staying on Task
Encouraging

Off-task
Off-topic/Inappropriate Comment
Disrespect/Teasing
Complaining/Whining
Interrupting
UMAPA
Arguing



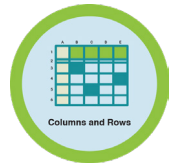
IMMEDIATE FEEDBACK/NEXT STEPS

1. Read off Dollar Earnings Tracker and announce how many dollars each student earned or spent during the lesson.
2. Students will fill in their dollar earnings from the lesson using their **My Digitability Earnings sheet**. Have students staple this sheet into their notebooks so they can use it for the entire unit.
3. If time permits, you can either have students log into their student accounts for independent practice or you can continue on to the next lesson plan.



DIFFERENTIATION

- T1** Login independently using password cards.
- T2** Login independently using password card with the help from a Tier 1 partner for any required troubleshooting.
- T3** Teacher or Tier 1 assistance to help student login using their password card.



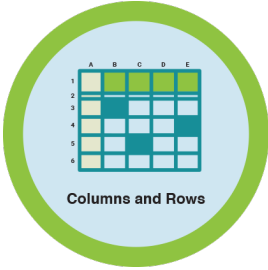
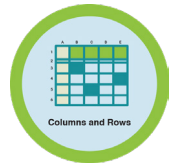
Behaviors

Name

- Successful**
- Participation/
Contributing
- Sharing/Helping/
Collaborating
- Greeting a Guest
- Following Directions/
Staying on Task
- Encouraging/
Complementing

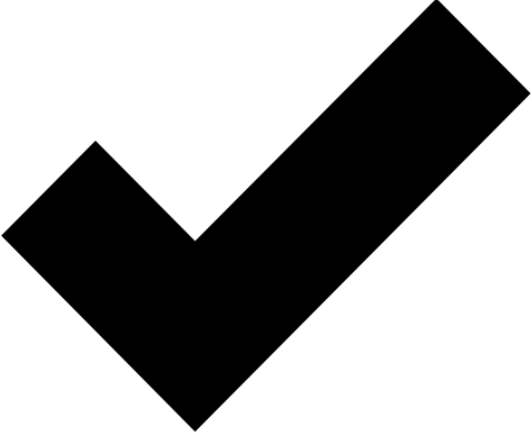
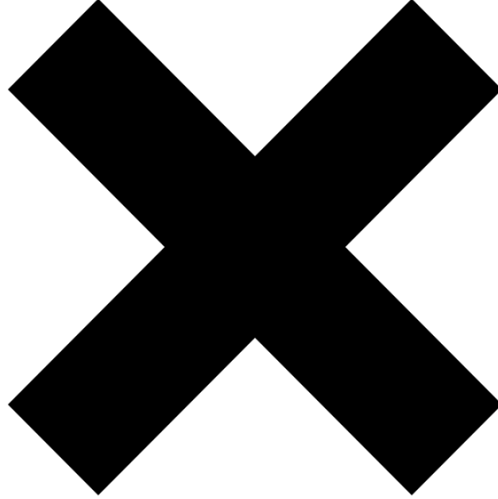
- Problematic**
- Off Task
- Off-Topic/
Inappropriate
Comment
- Disrespect/Teasing
- Complaining/Whining
- Arguing
- Interrupting
- UMAPA

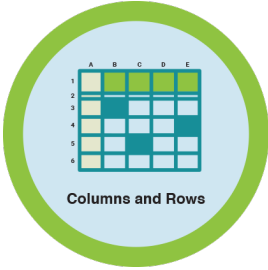
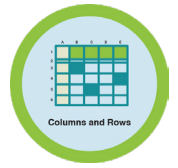
| EX: Sam | | | | | | |
|--|--|--|--|--|--|--|
| Participation/ Contributing | | | | | | |
| Sharing/Helping/ Collaborating | | | | | | |
| Greeting a Guest | | | | | | |
| Following Directions/ Staying on Task | | | | | | |
| Encouraging/ Complementing | | | | | | |
| Off Task | | | | | | |
| Off-Topic/ Inappropriate Comment | | | | | | |
| Disrespect/Teasing | | | | | | |
| Complaining/Whining | | | | | | |
| Arguing | | | | | | |
| Interrupting | | | | | | |
| UMAPA | | | | | | |



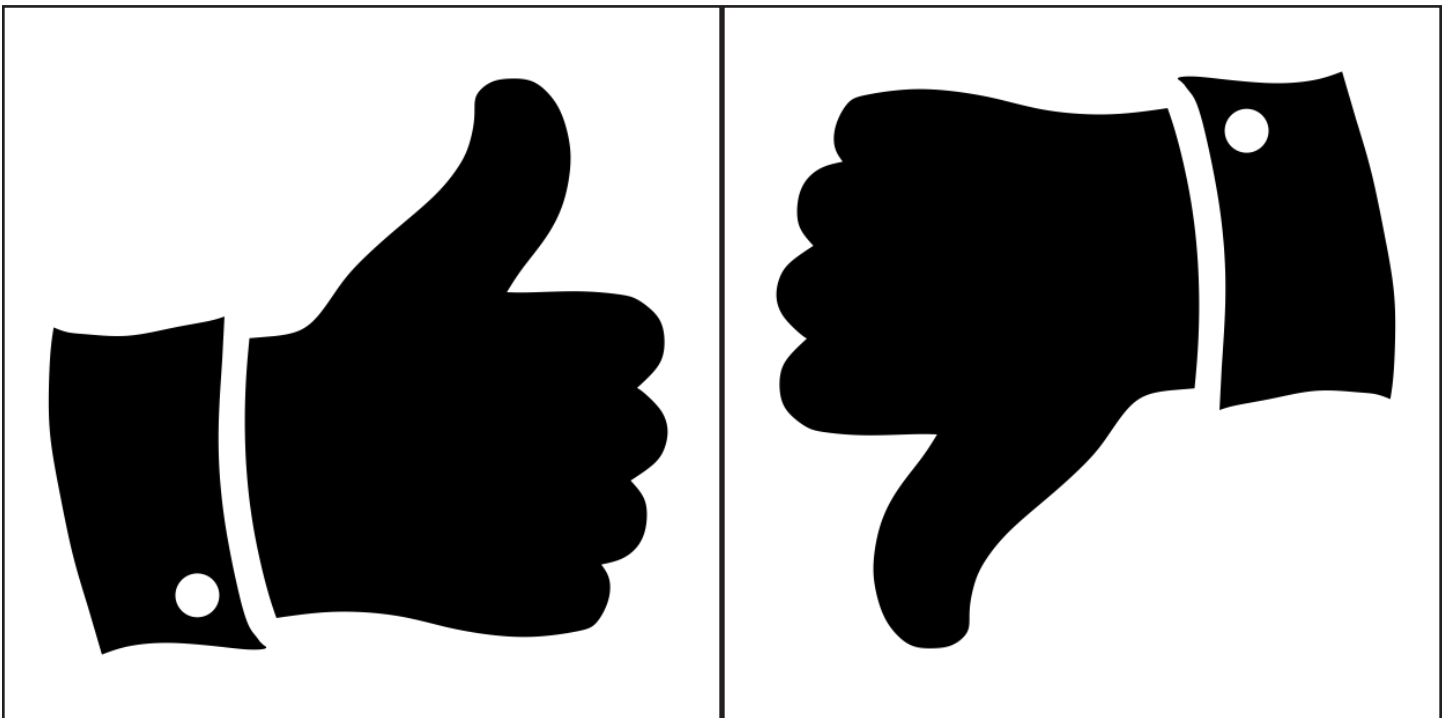
 **YES OR NO IMAGE
EXCHANGE CARD**

30.IEC.Y/N

| | |
|--|--|
|  <p>Yes</p> |  <p>No</p> |
|--|--|



 **THUMBS IMAGE
EXCHANGE CARD**
30.IEC.THUMB



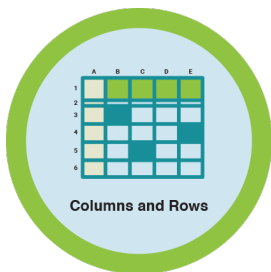
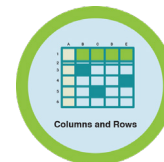
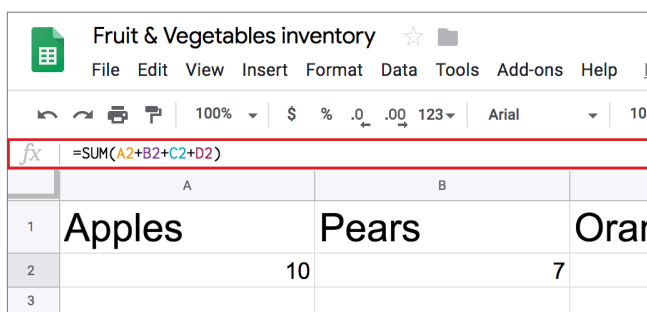


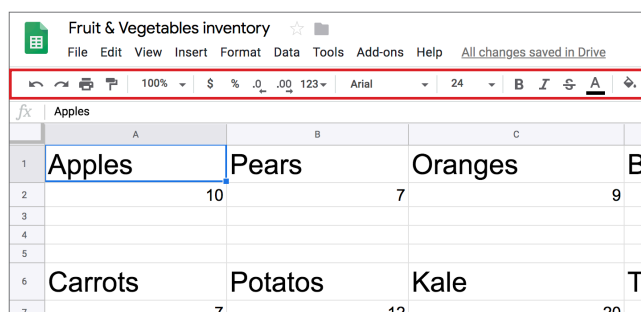
IMAGE EXCHANGE CARDS

30.IEC.IMAGE

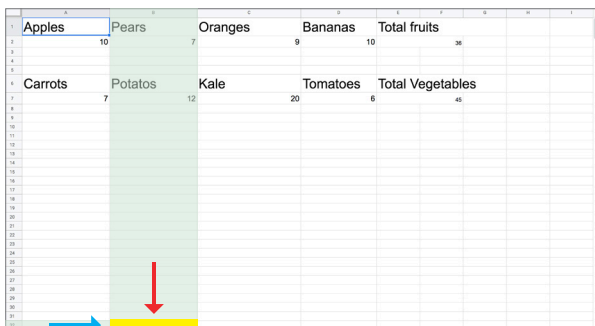
Formula Bar



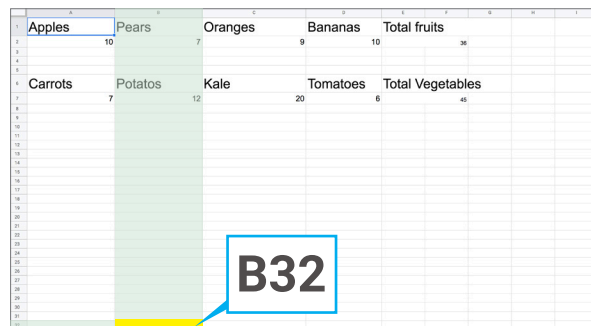
Toolbar



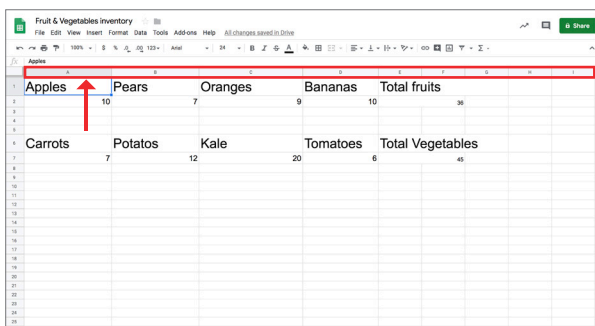
Locate cells



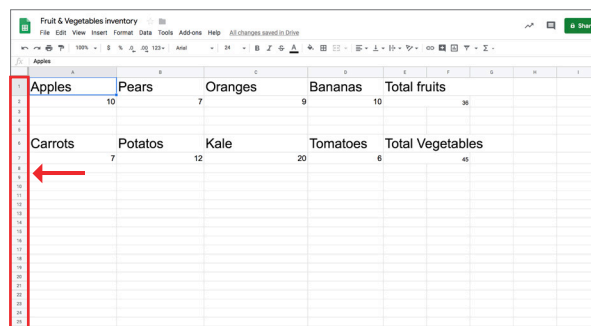
Name a Cell

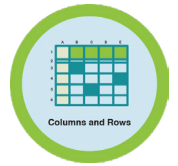


Under the Formula Bar



On the Left of the Sheet





Name of Your Spreadsheets

Google Sheets Folder Icon

Menu Bar

Google Sheets Toolbar

Cells

Formula Bar

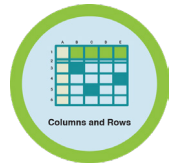
Columns and Rows

Add Sheets Button

Collaborator Bubbles in Google Sheets

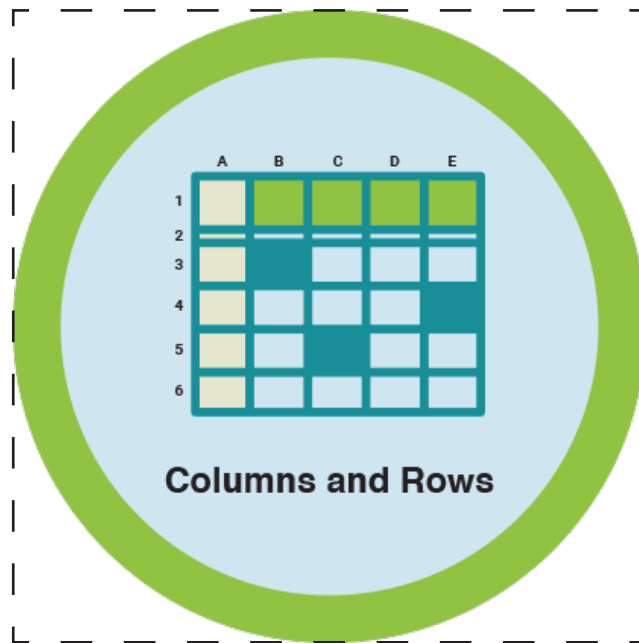
Comments in Google Sheets

Google Sheets Interface Master Badge



WORD WALL PRINTOUT

30.7.5

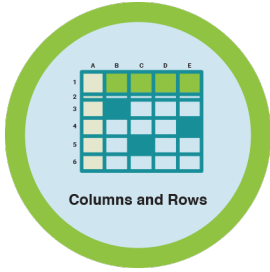
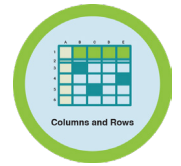
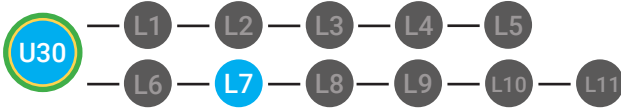


A Column is located under the Formula Bar and has a letter on it. A Row is located on the left of your sheet and has a number on it.



DIFFERENTIATION

Choose to cut out badge and definition or only badge for your classroom wall.



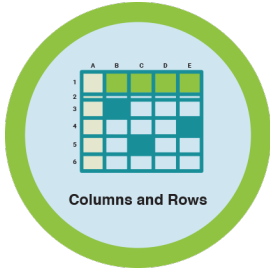
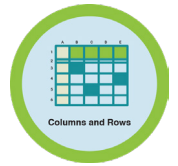
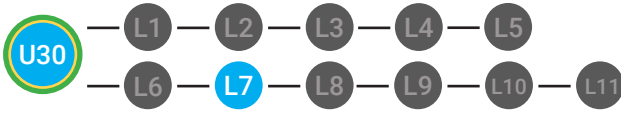
T1 COLUMNS AND ROWS

EXIT TICKET | 30.7.6.1

Directions: Highlight the Column Bar and Row Bar on this spreadsheet. What is does a Column have on it? What does a Row have on it? Write the answer on the lines provided.

| | A | B | C | D | E | F |
|----|---------|---------|---------|----------|-----------------|----|
| 1 | Apples | Pears | Oranges | Bananas | Total fruits | |
| 2 | | 10 | 7 | 9 | 10 | 36 |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | Carrots | Potatos | Kale | Tomatoes | Total Vegetable | |
| 7 | | 7 | 12 | 20 | 6 | 45 |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |

What is does a Column have on it? What does a Row have on it?



T2 COLUMNS AND ROWS

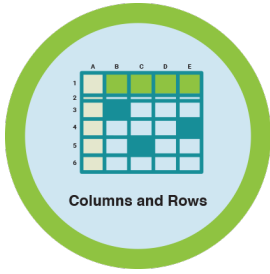
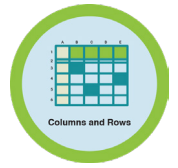
EXIT TICKET | 30.7.6.2

Directions: Highlight the Column Bar and Row Bar on this spreadsheet. What is does a Column have on it? What does a Row have on it? Circle the answer on the multiple choice question.

| | A | B | C | D | E | F |
|----|---------|---------|---------|----------|-----------------|----|
| 1 | Apples | Pears | Oranges | Bananas | Total fruits | |
| 2 | | 10 | 7 | 9 | 10 | 36 |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | Carrots | Potatos | Kale | Tomatoes | Total Vegetable | |
| 7 | | 7 | 12 | 20 | 6 | 45 |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |

What is does a Column have on it? What does a Row have on it?

- a. A Column has a formula on it and a Row has a name on it.
- b. A Column has a letter on it and a Row has a number on it.
- c. A Column has a letter on it and a Row has a comment on it.
- d. None of the above

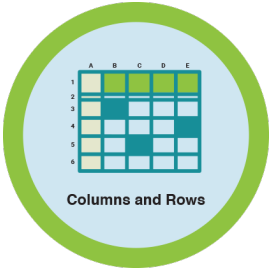
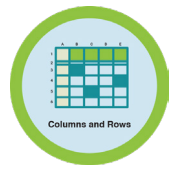


T3 TRACE 'N' LEARN

EXIT TICKET | 30.7.6.3

Columns and Rows

A Column is located under the Formula Bar and has a letter on it. A Row is located on the left of your sheet and has a number on it.



MY DIGITABILITY EARNINGS TRACKER

Unit 30: Google Sheets Interface | 30.7.7

DIRECTIONS: Keep this page safe! After each lesson, mark down the date and the dollars you earned.

Name: _____

| | DATE: | DOLLARS EARNED: |
|---|-------|-----------------|
| LESSON 1: Google Sheets File Name | | |
| LESSON 2: Google Sheets Folder Icon | | |
| LESSON 3: Menu Bar | | |
| LESSON 4: Toolbar | | |
| LESSON 5: Cells | | |
| LESSON 6: Formula Bar | | |
| LESSON 7: Columns and Rows | | |
| LESSON 8: Add Sheets Button | | |
| LESSON 9: Collaborator Bubbles | | |
| LESSON 10: Comments in Google Sheets | | |
| LESSON 11: Google Sheets Interface Master Badge | | |

TOTAL DOLLARS EARNED: